

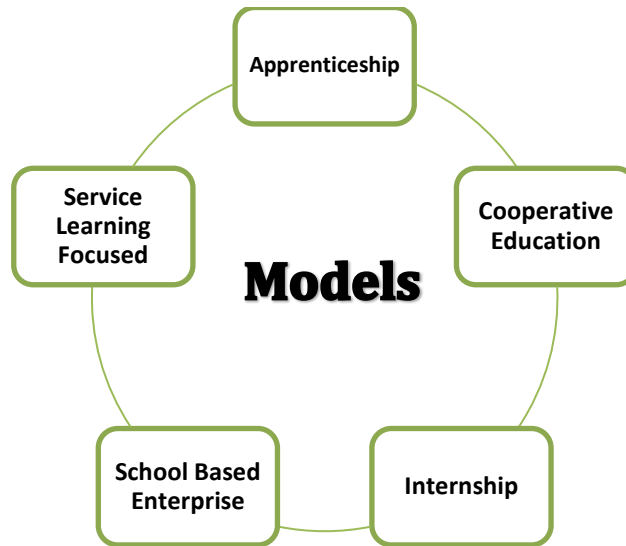
Work Based Learning Manual



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Apprenticeship-provides an opportunity for a person to learn a job or skill by working for a fixed period of time for someone who is very good at that job or skill

Cooperative Education-provides a structured integration of classroom learning and real-world experiences*

Internship- provides real world experience to those looking to explore or gain the relevant knowledge and skills required to enter into a particular career field.

School Based Enterprise- provides opportunities for students to gain job skills and participate in the management process of a school based enterprise.

Service Learning Based-provides opportunities for students to gain management, organizational, and communication skills while completing service

**Cooperative programs must follow all federal and state laws related to student employment and cooperative education.*

Progression of Work Based Learning Experiences

Introductory Level:

-basic knowledge, shadowing experience, interview of individual in the career, explore career skills, expand knowledge on career related opportunities

Intermediate Level:

-expand knowledge, job shadow experience, short placement experience, implement career skills, research on career opportunities

Advanced Level:

-advanced knowledge, extended placement at site, utilization of career skills, developed plan for future career placement

Responsibility Guidelines

Student	<ul style="list-style-type: none"> • Create collaboratively a standards based training plan • Placement in a setting that relates to a chosen career pathways and meets one of the models of work based learning • Sign a site agreement • Complete school-based training in work place skills • Provide transportation • Complete a portfolio • Provide weekly work document reports
Teacher	<ul style="list-style-type: none"> • Provide school-based training and teaching of work place skills • Create collaboratively a standards based training plan • Contact and meet with mentor/placement supervisors to explain standards based training plan • Create and sign a site agreement • Help implement and assess the standards based training plan • Complete evaluation and improvement plans for student • Conduct visits to student placements: need to conduct 3 visits per semester per student, optimal site visits would be 5 per semester per student
Mentor/Placement Supervisor	<ul style="list-style-type: none"> • Meet with teacher to review standards based training plan • Provide safe and sanitary conditions • Sign a site agreement • Provide safety instructions to the student for all tasks and duties to be performed. • Help implement and assess the standards based training plan • Meet and/or communicate with the teacher at periodic intervals to discuss the student's progress. • Complete evaluation and improvement plans for student. • Monitor student attendance.
Administration	<ul style="list-style-type: none"> • Provide teacher time for adequate supervision during placement hours • Support and implement rules and regulations related to student release procedures
Parents/Guardians	<ul style="list-style-type: none"> • Sign site agreement • Sign and review standards based training plan • Support student in completing standards based training plan • Contact the teacher when problems or questions arise concerning the student's employment.

Student Application for Admittance

Name: _____ Student ID #: _____

Age: _____ Date of Birth: _____

Address: _____ Telephone: _____

Driver's License? ____ Access to a car? ____ Interested in Summer Employment? _____

Parent/Guardian Name: _____ Occupation: _____

Parent/Guardian Address _____

State your Career Objective: _____

Indicate the type of work site you prefer. (List choices)

First choice: _____ Second choice: _____

Number of absences: _____ Tardies: _____ to date this year.

Have you ever worked full-time _____ part-time _____ Where? _____

Job description(s): _____

Are you currently employed? ____ If yes, where? _____

Do you intend to further your education after high school? _____

Please attach a personal data sheet (resume). Include as references names of three teachers who can attest to the quality of your work.

To the Student:

Work Based Learning provides an opportunity to be considered for employment and career exploration in your field of interest. When you participate in a program, you indicate that you are sincerely interested in putting forth your best efforts to receive on-the-job training. If you accept this responsibility, please sign in the space provided.

Student

To the Parent or Guardian:

Do you consent to your daughter or son entering a Work Based Learning program and do you agree to cooperate with the school and the work site in making the training and education beneficial to your daughter or son? If so, please indicate your support and approval with your signature.

Date

Parent or Guardian

Work Based Learning Training Plan

Student Name: _____ Student Signature: _____ Date: _____

Supervisor Name: _____ Supervisor Signature: _____ Date: _____

Teacher Name: _____ Teacher Signature: _____ Date: _____

Parent Name: _____ Parent Signature: _____ Date: _____

Work Based Learning Position: _____

Employer/Host: _____

Supervisor Title: _____

E-mail Address: _____

Phone Number: _____

Type of Work Based Learning Experience (Please choose one)	<input type="radio"/> Apprenticeship <input type="radio"/> Cooperative Education <input type="radio"/> Internship <input type="radio"/> School Based Enterprise <input type="radio"/> Service Learning	
Career Cluster	<input type="radio"/> Agriculture, Food and Natural Resources <input type="radio"/> Architecture and Construction <input type="radio"/> Arts, A/V Technology and Communications <input type="radio"/> Business and Marketing <input type="radio"/> Education and Training <input type="radio"/> Health Science	<input type="radio"/> Hospitality and Human Services <input type="radio"/> Information Technology <input type="radio"/> Manufacturing <input type="radio"/> Public Safety <input type="radio"/> STEM <input type="radio"/> Transportation
Course sequence of related classes taken (Please List all related coursework to WBL position)		
Continuing Education Goals	<input type="radio"/> Vocational/trade/business school <input type="radio"/> Two year college <input type="radio"/> Four year college <input type="radio"/> Branch of the military <input type="radio"/> Apprenticeship <input type="radio"/> Employment <input type="radio"/> Other	
Continuing Education Goals= Specific Information	When: Where: Program:	

Content Standards		
The student completes the following portion of the content standards based training plan in collaboration with the mentor and teacher. Each standard should be related to the content of the chosen career pathway. Standards from related course frameworks in the chosen career pathway can be utilized. For each standard, please list methods to develop the skill at the work based learning site along with how the mentor and teacher will assess the skill. Mentors and teachers need to initial to approve.		
Standard#1		
What can I do at the host site to develop this skill? 1.	How will the standard be assessed by the mentor?	Mentor's Initials
2.	How will the standard be assessed by the teacher?	Teacher's Initials
Standard#2		
What can I do at the host site to develop this skill? 1.	How will the standard be assessed by the mentor?	Mentor's Initials
2.	How will the standard be assessed by the teacher?	Teacher's Initials
Standard#3		
What can I do at the host site to develop this skill? 1.	How will the standard be assessed by the mentor?	Mentor's Initials
2.	How will the standard be assessed by the teacher?	Teacher's Initials
Standard#4		
What can I do at the host site to develop this skill? 1.	How will the standard be assessed by the mentor?	Mentor's Initials
2.	How will the standard be assessed by the teacher?	Teacher's Initials
Standard#5		
What can I do at the host site to develop this skill? 1.	How will the standard be assessed by the mentor?	Mentor's Initials
2.	How will the standard be assessed by the teacher?	Teacher's Initials

Training Agreement

The following training agreement needs to be completed by the student, a parent or guardian of the student, training facility supervisor, and teacher.

Training Site/Supervisor

1. The supervisor at the training site will complete evaluations as scheduled by the teacher.
2. If the student is employed, the student employment will be within the provisions of all state and federal child labor laws and existing labor management agreements. The employer agrees to comply with all WBL regulations and if utilizing cooperative education follow all student-learner applicable state and federal regulations, will provide student trainees equal opportunity employment and will not discriminate on the basis of race, color, national origin, including limited English proficiency, sex or handicapping conditions.
3. The term of agreement should be for a period of one (1) year from the date agreed upon. Either party shall have the right to terminate this agreement upon sixty days of written notice.
4. The employer/facility will provide adequate staffing in the instructional areas so that no student will be expected to perform duties without supervision.
5. The employer/facility will provide an opportunity for the student to keep up to date with policies and new technology by notifying the school of changes in policies and technology.
6. The employer/facility will not employ or contract for the services of students or faculty members during established school hours.
7. To assure that the employer/facility has sufficient resources to meet its obligations under the agreement, both parties shall confer prior to the start of each semester regarding the students who will participate in the program at the facility and their approximate schedule for the semester.
8. It is the responsibility of the student, parent and the employer/facility to notify the coordinator in writing of any accident that occurred while at the training site.

Training Facility:	
Training Supervisor:	Contact Information:
<i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i> Supervisor's Signature: _____ Date: _____	

School/Teacher Agreement

1. The coordinator will visit and/or contact the training site at regular intervals to assess the student learner, to discuss the student's progress and find out what related instruction is needed.
2. Safety orientation and procedures instruction pertaining to the training site will be supplied by the employer. General Work Based Learning instructions to the student will be covered in the related class by the teacher.
3. The employer and the school will provide instruction and experience at the training site and in the classroom.
4. The school assumes full responsibility for offering an accredited education program.
5. The instructor will plan the schedule and assist with assigning students to training sites.
6. Students and faculty will abide by existing rules and regulations of the facility insofar as they may pertain to their activities while in the facilities building. The facility supervisor and/or coordinator may remove students immediately that are believed to not be conducting their behavior in the best interest of the safety of themselves or others.
7. The school will require students and faculty to maintain current health records and immunizations.

Teacher's Name:	Contact Information:
<i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i> Teacher's Signature: _____ Date: _____	

Student Agreement: Students will

1. Complete designated instructional time and curriculum while maintaining academic grades, attendance and graduation requirements to progress to work based learning experience.
2. Complete the designated minimum hours of supervised training at assigned facility as directed by the school program.
3. Maintain minimum dress standards determined by your training site and/or program coordinator for professionalism and safety expectations.
4. Perform skills at the training facility that are appropriate and within the training instructions.
5. Contact the following prior to their scheduled time: a) the school (parent or guardian) b) training facility (student) c) instructor (parent or student) if they will be absent from or tardy to the school or training facility for any reason.
6. Provide his/her own transportation to and from the training site.
7. Remain at the training site unless a request to transfer is approved by the teacher-coordinator. All training sites must be approved by the teacher-coordinator.
8. Be removed from the program or prevented from returning to an advanced class if students are released from the training site by the facility for a justified reason.
9. Report a worksite related injury to the coordinator by the end of the next school day.
10. Follow the provisions of the state and federal child labor laws.
11. Not be required, or recommended, to drive to, or report to, any internship site during any part of a day covered by an announced school delay or school cancellation due to extreme inclement weather. However, we will not interfere with individual student decisions to drive to, or report to, any internship site during any such period if the student, the student's parents (if the student is under the age of 18) and the student's internship site supervisor/mentor conclude that such travel can take place without undue risk to student safety.

Student Name:
Student Home School:
Parent or Guardian Name:
Parent or Guardian contact information:
Program Placement:
<p><i>I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.</i></p> <p>Student's Signature: _____ Date: _____</p> <p><i>I have read the above training agreement and understand the responsibilities assigned to my child and the relationship to the program.</i></p> <p>Parent's Signature: _____ Date: _____</p>

Work Experience Form

Student Name	
Placement Location	
Supervisor Name	
Contact Information	

Grading Period		Week	
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Monday	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		
Tuesday	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		
Wednesday	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		
Thursday	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		
Friday	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		
Saturday	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		
Sunday	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		

Supervisor Signature: _____

Comments:

Site Visit Record

Student's Name _____ Date _____ Time _____

Work Site _____ CIP Code _____

Work Site Supervisor _____

Contact Person (today's visit) _____

Purpose of Visit: ☐ Student Observation ☐ Student Evaluation ☐ Conference
☐ Problem Resolution ☐ Other: _____

This form must be completed for work site visits. Remember to record observations, actions to be taken, and recommendations. Identify specific strengths and needed improvements.

General Observations:

Student Conference/Comments:

Work Site Supervisor Conference/Comments:

Teacher/coordinator's Signature: _____

Work Based Learning Portfolio Guidelines

Students enrolled in Work Based Learning must complete a portfolio (traditional or electronic). Items to include:

Philosophy Statement	One page description of career philosophy
Five Year Goal Plan	Five year goal plan should include educational, professional, and personal goals
Cover Letter	Cover letter written with a purpose and in the correct format
Resume	Detailed description of activities in the correct format
High School Transcript	All available grading periods included
Letters of Recommendation	General letters of recommendation (2 to 3—these can be copies of ones that you may already have; letters should be from a work supervisor, teacher, coach, etc.— no family or friends).
Skills List	Specialized classes, hardware/software skills, technical competencies, workshops completed, soft skills—be detailed
Career Pathway related Experiences	Examples include workshops, conferences, summer camps, field trips, job shadowing, officer positions, etc. This section should include paid and non-paid work in detail.
Content Standards Training Plan	Include the content standards training plan and assessment of the standards.
Work Samples	Include at least two exemplary work samples. Samples can include: pictures, narratives, examples of written work or projects
Use of Career Pathway Technology	Please share at least two forms of technology related to career pathway and how it was utilized.
Community/Volunteer Service	Document at least 10 hours of community service for the year. Include a letter for each activity.
Extra-curricular Activities	Examples of relevant extra-curricular activities including leadership roles within the activities
CTSO experience	Examples of membership and participation within a CTSO.
Professional Organizations	Include research or summary about at least one professional organization related to future career pathway
Certifications/Dual Credit if applicable	Include documentation of any certifications or dual credit earned related to career pathway
Other	Pictures, award certificates, special projects, special achievements, other

Portfolio Rubric						
Category	Beginning Proficiency 1	Approaching Proficiency 2	Meets Proficiency 3	Exceeds Proficiency 4	Self- Score	Points Earned/Comments
Philosophy Statement	An idea of career philosophy	Description of career philosophy.	Clear description of career philosophy. Well written	Well-developed description of career philosophy. Well written		
Five Year Goal Plan	Includes some goals and some areas.	Includes five year plan but not all areas.	Includes five year plan for educational, professional, and personal goals.	Includes well-developed five year plan for educational, professional, and personal goals.		
Cover Letter	No clear purpose or lack of focus	Clear purpose not focused on career area of interest	Well- Developed Purpose, correct grammar and formatting	Well-Developed Purpose, focused on career area of interest, correct grammar and formatting		
Resume	Not all information included. Not formatted correctly	Most information included. Minor formatting issues	Correct information, detailed work and learning experiences, correct format.	Useful and correct information, detailed work and learning experiences, correct format		
HS Transcript	Not Included			Included and accurate		
Letters of Recommendation	Letters not from an appropriate source	Only one letter included from appropriate source	At least two letters included from appropriate references	More than two letters included from appropriate references		
Skills List	Few or not relevant skills included	Some skills included related to career pathway	Majority of skills related to career pathway	Mastered skills related to career pathway		
Career pathway related experiences	No related experiences	Less than three related experiences	At least three examples included. Detail included.	More than three examples included related to pathway		
Content Standards from Training Plan	Include copy of content standards training plan with no examples	Include copy of content standards training plan and some examples of assessment	Include copy of content standards training plan and examples of assessment of the standards	Include copy of content standards training plan and detailed examples of assessment.		

Work Samples	At least one work samples highlighting experience on the job. Include pictures and narratives when appropriate	At least two work samples highlighting experience on the job. Include pictures and narratives when appropriate	At least two exemplary work samples highlighting experience on the job. Include pictures and narratives when appropriate	More than two exemplary samples highlighting career related experiences. Include pictures and narratives when appropriate		
Use of Career Pathway Technology	Include one form of technology used	Include two forms of technology used	Include examples of at least two forms of technology used related to career pathways	Include more than two examples of technology used related to career pathway		
Community Service	Examples of less than five hours of community service	Examples of less than ten hours of relevant community service	Examples of at least ten hours of relevant community service	Include more than ten hours of relevant community service		
Extra-curricular Activities	One or no examples of extra-curricular activities	Examples of extra-curricular activities	Examples of relevant extra-curricular activities	Examples of relevant extra-curricular activities including leadership positions		
CTSO experience	Not included	Include summary of CTSO membership	Include summary of CTSO membership and activities	Include summary of CTSO membership, activities, projects, and leadership		
Professional Organizations	Not included	Include summary about one professional organization	Include research and summary about one professional organization	Include research and summary about two or more professional organizations		
Certifications/Dual Credit if applicable				Appropriate documentation of certifications and dual credits		
Other				Includes other examples relevant to a portfolio		